

HOUSATONIC COMMUNITY COLLEGE  
JOB OPPORTUNITY  
**STOREKEEPER (Part-time)**

State of Connecticut  
**JOB POSTING**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Housatonic Community College, Bridgeport, CT  
**Job Posting No:** 82216  
**Hours:** 20 hours per week. Monday through Friday, 11am – 3pm.  
**Hourly Salary Range:** \$18.26 - \$23.24 (plus excellent fringe benefits)  
**Closing Date:** October 18, 2013; Applications must be received by this date.

**EXAMPLES OF DUTIES:** The primary responsibilities of this position include, but are not limited to the following:

- Receives and issues stock
- Maintains records of receipts, requisitions, and stock on hand
- Clarifies amount and condition of stock on hand
- Verifies quantity and quality of incoming supplies against invoices, dray bills, bills of lading and orders
- Maintains housekeeping and security of store's area
- Utilizes computer for stock records, inventory, and other related functions
- Inspects material handling equipment, scales, gas pumps and other allied storeroom equipment for accuracy and safety
- Codes and inventories furniture and equipment
- Operates material handling equipment

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories.

**GENERAL EXPERIENCE:** Two (2) years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required by the appointing authority to possess an appropriate current license or permit during employment in this class.

**PREFERRED EXPERIENCE AND SKILLS:** Knowledge of the methods of requisitioning, handling, storing, and issuing of materials and supplies. Knowledge of safe and efficient warehousing practices. Ability to keep accurate stock records and inventories. Computer literacy with the ability to perform general computer functions. Banner experience preferred. A valid CT licensed is required.

**PHYSICAL REQUIREMENT:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

**WORKING CONDITIONS:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

**TO APPLY:** Qualified candidates must submit a cover letter, resume and the required\* Application for Examination or Employment (CT-HR-12) \*\* available online at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) to:

**Mail:** Human Resources Department  
PT Storekeeper Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604-4704

**PLEASE DO NOT FAX**

**E-mail:** [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (**Attachments ONLY**)

***\*Incomplete submissions without the required application (or with the wrong application) will not be accepted.***

***\*\*CT-HR-12 application must be completed in its entirety; references to resume are not acceptable.***

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*

Posted 10/4/13